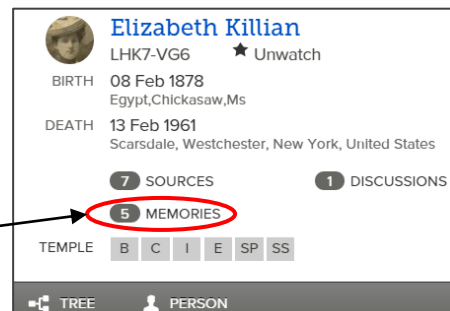


PUTTING PHOTOS/DOCUMENTS as MEMORIES in FAMILYSEARCH FAMILY TREE

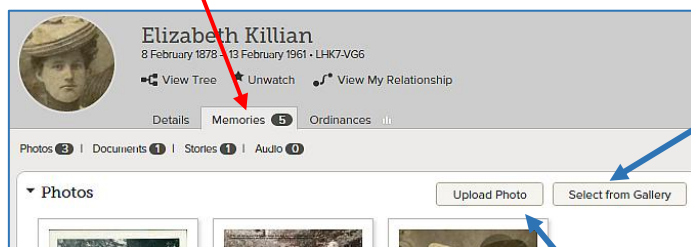
This GUIDE contains carefully worded STEPS *with associated FT images* to show HOW TO UPLOAD/ADD PHOTOS AND DOCUMENTS IN FAMILY TREE (FT). Adding photos and documents begins with creating a digital image with a camera or scanner. *The first time you upload either a photo or document in FT, you will need to read and accept the contract terms.*



STEPS to Upload/Add and Tag Photos or Documents:

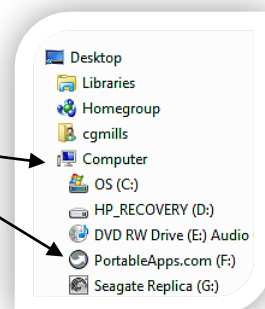
1. Go to **FamilySearch.org**, preferably using Chrome. Sign-in to Family Search (FS). In Family Tree, find the Individual Person who is in the “PHOTO” or “DOCUMENT” **YOU HAVE BROUGHT WITH YOU** (.bmp, .jpg, .png, .tif or .pdf format <15 MB). The steps are the same for both photos and documents.



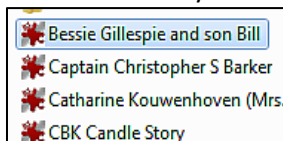
2. In the Summary Card, click on “**MEMORIES**” which takes you to your ancestor’s page in Family Tree (FT). To upload the desired photo, select the **Memories tab** on this page. Adding the photo through this page automatically places the picture on his/her FT page and puts this ancestor’s name directly in the tagging box without requiring additional steps.



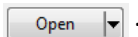
3. Here you can upload Photos, Documents, etc. If a photo is already in the Gallery, click “Select from Gallery”, find and hover over the picture. Click on the  circle in the upper right corner. It will turn blue  when selected. Next click **Attach Photos**. Now skip to **Step 5**.



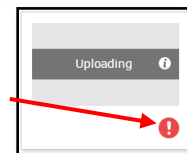
4. If the photo is **NOT** in the Gallery, click “Upload Photo” and select the place where the photo is located ... on your computer or flash drive. Highlight the photo on the list of names



or on the page of icons. Once either of these is **highlighted**, click

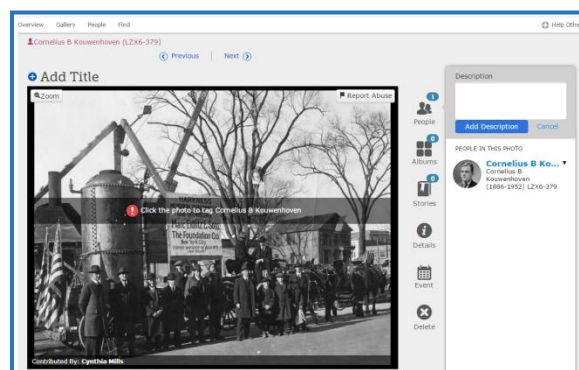


5. To begin this uploading process, click **Upload Photo**. An “Uploading” box will appear. Click on the red dot to speed up the loading process. Then the **Family Search (FS) Viewer Window** opens where you can title and tag your photo.



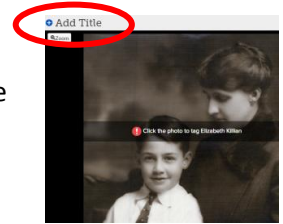
Titles and Tags for photos and documents differ in title content and tag shape. In the Title box you identify the Person’s Complete Name and Details of the PHOTO **or** the Who, What, When and Where of the DOCUMENT. The Tag shape for a photo is round, and for a document it is rectangular.

In the **FS Viewer Window** you can **Add/Edit a Title, Enter a Description, Create/Edit/Remove a Tag, Enlarge the Image (Zoom), and Tag the Photo or Document to one or more individuals**.




FS Viewer Window

6. To add or edit a title, click on **Add Title** above the image and enter in the desired information. Titled images can be “Googled”. If a title already exists that you want to change, click on **Edit Title**, and make the changes. Remember to click **Save** to keep the new or revised title.



7. Proceed to tag your ancestor in the photo by clicking on the tagging band. The name of the person whose FT page you went into should appear in this band. **Click the photo to tag Elizabeth Killian**



8. To relocate the tagging circle place the cursor  inside it, left click and move it to the desired location. To resize the circle pull any of the white corner squares either toward or away from the middle.

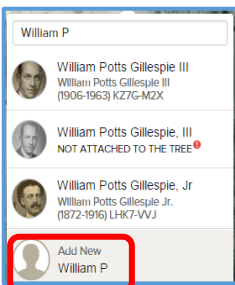
*Note: The tagged person's NAME is **automatically** inserted by FT in the tagging box when you upload the photo through their personal page as shown in this guide. (See Step 11 if the name of your ancestor does not appear in the tagging box).*



9. ALL IMPORTANT: **YOU MUST CLICK** **Save** to keep the work you have done! Clicking SAVE will take you back to your ancestor's Memories page where you will see your photo with a “Screening” band on top. Sometimes an “Unscreened” band will temporarily appear until the uploading process is completed.

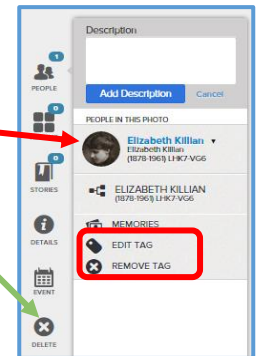
Note: All uploaded photos and documents are examined for appropriateness before they are permanently placed in the FT.

10. Back in the FS Viewer Window, you can reveal other features i.e. **EDIT TAG** or **REMOVE TAG** options, by clicking anywhere on your ancestor's information and selecting the desired option.



A photo can be removed by clicking DELETE.

11. If there is no name in the tagging box, start typing in the name of your ancestor. When the list of possible persons appears, select your ancestor. If your ancestor's name is **not** found on the list, type it in and **Add New**. In either case, **YOU MUST CLICK** **Save** to keep what you have done.

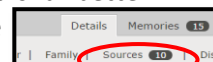


12. Tagging another person in this photo is done the same way. But this time you will have to type in this person's name in the white rectangle. Then, if you see this person's name in a box that pops up, this person is in Family Tree; to complete the tag, **click on that name**. If that person's name does not appear, click on **“Add New”** box at the bottom.

13. When the photo appears in the Memories page of your ancestor without any band, the uploading process is finished.

DOCUMENTS can be added to your ancestor in FT through the person's Memories page using the same series of steps.

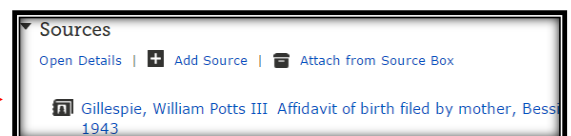
However, if the document establishes birth, marriage or death details, it is far better to ADD THAT DOCUMENT AS A SOURCE in your ancestor's DETAILS page



... it is easier to see what records you have for an ancestor... by looking at the list of Sources than at Memories, and sources can be tagged so that they appear, along with the vital events, in the *Vital Information* section of the Details page.

PUT DOCUMENTS THAT ESTABLISH DATE & PLACE of BIRTH, MARRIAGE, and DEATH as SOURCES in the DETAILS PAGE!

Document – Birth Affidavit



To see how to put documents as sources in FT, go to following pages on FS Wiki: “Attaching FamilySearch (FS) Records to Family Tree Using the Source Linker” and “Putting Documents as Sources in FT”